

Visual Merchandising Display Change Proposal

Store / Location

Date

Prepared By

SUMMARY OF PROPOSED CHANGE

Brief Description

CURRENT DISPLAY DETAILS

Location (e.g. Window, Aisle, Entrance)

Current Display Description

PROPOSED DISPLAY DETAILS

Proposed Location

Proposed Display Description

Objectives / Benefits

MATERIALS & RESOURCES NEEDED

Item / Material	Quantity	Source / Supplier	Estimated Cost

Item / Material	Quantity	Source / Supplier	Estimated Cost

VISUAL REPRESENTATION / SKETCH

Description / Link / Placeholder

TIMELINE

Expected Start & Completion Dates

APPROVAL

Prepared By (Signature)

Manager Approval (Signature)

Date

Date